

**FIRE TRAINING AND SAFETY OFFICER  
STUDY GUIDE**

A written examination for the class of **FIRE TRAINING AND SAFETY OFFICER** to be administered in **NATCHITOCHE** on **NOVEMBER 16, 2011**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	18.0%
<b>FIREGROUND OPERATIONS</b>  Knowledge of fireground operations sufficient to train department personnel in areas of fire fighting, forcible entry, fire streams, ventilation, rescue, salvage and overhaul, fire attack, and hazardous materials.	18.0%
<b>TOOLS AND EQUIPMENT</b>  Knowledge of the care, operations, and correct uses of all fire department tools and equipment in order to train department employees in the use of these, including the following: protective breathing apparatus, ropes, ladders, and fire extinguishers.	5.0%
<b>FIRE PREVENTION AND INVESTIGATION</b>  Knowledge of fire prevention and inspection procedures sufficient to train departmental employees in performing fire inspections, fire investigations, and the collecting of information for pre-fire planning.	10.0%
<b>SAFETY</b>  Knowledge of the procedures to evaluate and implement a safety program for the department, and of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to train department employees in this area.	18.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>FIRE SERVICE MANAGEMENT</b>  Knowledge of the principles of fire service management, involving planning, organizing, and directing the operations of the training and safety program; financial management; and managing equipment, property, and supplies.	17.0%
<b>RECORDS AND REPORTS</b>  Knowledge of effective records-keeping practices, including preparation, and content, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports.	7.0%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image fo the department through contact with other agencies, and the public.	7.0%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

#### INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.  
 Fire and Emergency Services Instructor, 7th ed., 2006.  
 Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.  
 Fireground Support Operations, 1st ed., 2002.  
 Fire Department Safety Officer, 1st ed., 2001.  
 Pumping Apparatus Driver/Operator, 2nd ed., 2006.  
 Introduction to Fire Origin and Cause, 3rd ed., 2005.

**EFFECTIVE SUPERVISORY PRACTICES**, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

**NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.**

**NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:**

**FIRE PROTECTION HANDBOOK**, NFPA, 19th ed., 2003.

NFPA #1500 - Fire Department Occupational Safety and Health Program, NFPA, 1997 edition.

**FIRE COMMAND**, Brunacini, Alan V., NFPA, 2nd ed., 2002.

**OTHER RECOMMENDED PUBLICATIONS:**

**KIRK'S FIRE INVESTIGATION**, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

**SPEECH A BASIC TEXT**, Jeffrey, Robt. C., and Peterson, Owen (LSU), Harper and Row Publishers, Inc., 10 East 53rd Street, New York, NY 10022, 2nd ed., 1983.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.